1.0 PURPOSE

The purpose of this work instruction is

- To ensure the containment of all spills on the site
- To prevent the entry of spilled material/debris into stormwater systems and public waterways
- To reduce the risk of environmental pollution and
- To prevent exposure to breaches and penalties under the Environmental Offences and Penalties Act.

2.0 DEFINITIONS

Environment:	Air, soil, groundwater, surface water, stormwater, and waste effluent systems on and in the vicinity of the site.
Environmental Incident/Release:	Any spillage, release, upset, out of limits operation, procedural violation, which has the potential to: • Harm human health. • Cause harm to the environment. • Result in non-compliance with regulations • Require the intervention of environmental authorities or result in penalties or fines.
Release:	Any spillage of material that has the potential to enter the stormwater system and thus reach nearby waterways
Internal Release:	Any spillage inside a building
External Release:	Any spillage outside of or onto the roof of a building.
Minor Spillage:	A spill that can be contained quickly and effectively using the spill kits located at various points on the site.
Major Spillage:	A spill that has the potential to leave the site. Spills larger than 205 litres are considered major spills.

3.0 ESSENTIAL SPILL CONTROL INFORMATION

When a spill occurs, access to the following information will be essential for effective and safe control:

Name of material	– Shipping and/or common name.
Type of material	- Solid, liquid or granulated.
Dangerous Goods Class	- This information is usually displayed using diamond symbols on the packaging label. eg Class 3 –Flammable Liquid, Class 4.1 - Flammable Solid, Class 8 – Corrosive Liquid.

Safety Data Sheet (SDS) - Copies are kept at or are available from the Technical Department, Production Supervisor, or in the foyer of the Main Office. The SDS will provide information on:

- Ingredients of the spilled substance.
- Harmful properties of the substance and its ingredients eg evolution of toxic fumes, miscibility with water, effects on the skin and internal bodily systems etc.
- Requirements for personal protective equipment for the safe handling of the spill, eg Impervious gloves, respiratory protection etc.
- Recommended method for containing the spill and preventing environmental damage. NB Emphasis is required on the necessity of containment of the spill rather than dispersal of it.
- The safest means of disposing of the spilled materials eg Use of approved/authorised waste disposal authorities.

Control Equipment Locations – All personnel should be aware of the location of spill kits and stormwater valves.

4.0 FIRST RESPONSE ACTION – MINOR SPILLS

Typically, minor spills will include:

- Drum/Container Rupture <205 L
- Drum/Container Overflow < 205 L

When a minor spill occurs:

1) Assess safety. Make sure that people are kept clear of the spill and that you have the training and equipment to deal with the spill.
2) Stop the spill at its source if it is safe to do so. This may involve righting an overturned container or providing additional containment for a leaking container.
3) Contain the spill using the spill kits available around the site to minimise the spread of material.
4) Electrically isolate equipment operating in the vicinity of the spill.
5) Advise the nearest Leading Hand or Supervisor.
6) The Leading Hand or Supervisor will consult the SDS to identify the recommended clean-up procedure, and if necessary, contact the Emergency Response Unit.
7) Under the direction of the Leading Hand or Supervisor, and with the assistance, if required, of the emergency response crews, clean up the spill.
8) Dispose of the spilt material and all contaminated absorbents etc. as per the SDS.
9) The Leading Hand or Supervisor will report the spill using the attached Spill Notification Report

5.0 FIRST RESPONSE ACTION - MAJOR SPILLS:

Typically, major spills will include:

- Tanker Spills
- Tank Overflow
- Tank Rupture
- IBC Spill or Rupture
- Multiple Drum/Container Spill or Rupture
- Contaminated fire water after a fire incident.

When a major spill occurs:

1) Take any necessary emergency measures to protect against immediate danger to human life and health.
2) Assess safety. Make sure that people are kept clear of the spill and that you have the training and equipment to deal with the spill.
3) Take action to stop or reduce the source of the spill.
4) Advise the nearest Leading Hand or Supervisor.
5) If safe to do so, isolate all electrical equipment in the vicinity of the spill.
6) The Leading Hand or Supervisor will contact the ERU Leader or a member of the ERU.
7) The Leading Hand or Supervisor will contact the Switchboard in accordance with Procedure SWI-12.
8) The ERU Leader, Leading Hand, or Supervisor will consult the SDS to identify the recommended clean-up procedure.
9) Members of the ERU will, if necessary, put on gloves and goggles, masks, and aprons, and attempt to contain the spill using available spill kits and other resources, if it safe to do so.
10) Await directions from the Emergency Controller.

6.0 EMERGENCY CONTROLLER/DEPUTY EMERGENCY CONTROLLER

When informed of the spill:

1) Proceed to the spill and establish its nature, extent and exact location.
2) Decide whether it is necessary to call NSW Fire & Rescue Hazmat Unit and if so, advise the Switchboard to call 000 in accordance with Procedure SWI-12, clearly stating that this is a HAZMAT Incident. If the spill has entered the on-site stormwater system, the Hazmat Unit must be called.
3) If the spill has entered the on-site stormwater system or has potential to impact off-site, notify the NSW EPA.
4) Mobilise and co-ordinate the Emergency Response Unit to take immediate action if safe to do so.
5) Ensure that the correct Personal Protection Equipment is available to ERU personnel.
6) Alert the ET to the spill incident and co-ordinate those members directly implicated in the incident.
7) Co-ordinate Traffic Controllers and First Aiders.
8) Ensure that personnel are safe.
9) Ensure that no vehicles other than emergency services vehicles enter the Site.

10) Implement a partial or total site evacuation as necessary and appropriate.
11) Notify Management and Production Supervisors of the status of emergency.
12) Brief the State Emergency Services upon their arrival.
13) Where liquid has accumulated in the stormwater system, obtain NSW EPA approval before releasing it.
14) On completion of the clean-up, co-ordinate the preparation of a Spill Notification Report.

7.0 EMERGENCY RESPONSE UNIT

When informed of a spill:

1) Proceed to the Emergency Control Centre for immediate preparation and activation of the spill control equipment and personal protection equipment.
2) Report to the Emergency Controller or delegate on location for further instructions.
3) Under the instruction of the Emergency Controller, carry out the most appropriate spill control action.
4) Ensure that personnel are safe.

7.0 CONTAMINATED WATER

Contaminated water may need analysis before disposal. This should be arranged by contacting a NATA registered laboratory.

8.0 SPILL CONTROL EQUIPMENT MAINTENANCE

1) If spill control equipment is used or borrowed for any purpose it must be replenished or replaced immediately.
2) Spill kits must be checked and maintained on a six-monthly basis. A maintenance record must be kept detailing the quantities of spill control material in each kit.
3) All staff on site should be aware of the importance of these kits and know the proper application methods. Otto Bins provided for holding clean and contaminated absorbent material are to be used for this purpose alone, and not as general rubbish bins.

Reviewed: Shareena Nazeer Approve : Farideh Khosravan

Date: 25/09/2020 Date: 29/09/2020

SPILL NOTIFICATION REPORT

COMPLETE THIS FORM FOR SPILLAGE OR LOSS OF ANY MATERIAL AND FORWARD TO:
ITW POLYMERS & FLUIDS EMVIRONMENT MANAGER FAX: 9757 9993

Date of Spill:	*First Noticed:* *(time)*
Reported by:	*Tel:*

Product Spilled:

Quantity:

Location of Spill:

Duration of Spill Flow:

Spill Response: (Include action taken to contain / clean up / people / groups / agencies involved):

☐ *Spill Contained* ☐ *Spill NOT Contained*

Cause of Spill:

Notification of Authorities

EPA	☐ *Yes*	☐ *No*
Camperdown SSW PHU	☐ *Yes*	☐ *No*
WorkCover NSW	☐ *Yes*	☐ *No*
Fairfield City Council	☐ *Yes*	☐ *No*
NSW Fire & Rescue	☐ *Yes*	☐ *No*

Recommendations:

Environmental Committee Follow Up:

Signed: *Date:*

Environmental Manager Review:

Signed: *Date:*

ITW Polymers & Fluids

CODE: EWI-3
ISSUE: 001
DATE: 29 September 2020

Work Instruction:
Emergency Procedure – Spill Control

Revision History:

Rev.	Date	Changes	Reviewed/approved by
001	29/9/20	Develop new procedure format for ITW	SN/F.KH